

National Aeronautics and
Space Administration



Goddard Space Flight Center
Greenbelt, Maryland
20771

April 8, 2011

Reply to Attn of: 210.H

TO: All Prospective Offerors

SUBJECT: Request for Proposal (RFP) NNH11351229R for Headquarters
Information Technology Support Services (HITSS)

You are invited to submit a proposal in response to the subject solicitation for Information Technology Support Services. The principal purpose of this contract is to provide integrated Information Technology, systems engineering and operations, and IT-related management which will assist the Information Technology and Communication Division (ITCD) in providing quality IT services to enable the mission of the NASA Headquarters customers.

The subject procurement is a certified 8(a) competitive requirement conducted in accordance with Federal Acquisition Regulation (FAR) Subpart 15.3, "Source Selection" and NASA FAR Supplement (NFS) Subpart 1815.3, "Source Selection." The resulting contract will consist of a Cost-Plus-Incentive-Fee (CPIF) core requirement and an Indefinite Delivery/Indefinite Quantity (IDIQ) requirement with the ability to issue CPIF or Cost-Plus-Fixed-Fee (CPFF) task orders. The contract will have a base period of performance/effective ordering period of one year, with four one-year option periods. There will also be a 30-day phase-in period that will be accomplished through the issuance of a separate Firm-Fixed Price contract vehicle. The North American Industry Classification System (NAICS) Code for this procurement is 541512.

All offerors who are 8(a) joint ventures should submit a Small Business Administration signed and approved joint venture agreement with the submission of the proposal. If SBA has not approved the joint venture agreement at the time of proposal submission, the offeror shall describe its status in achieving joint venture approval from the Small Business Administration as identified in L.20 (c)(7)(c).

NASA appreciated the comments received in response to the Draft RFP. The following sections/items are highlighted as notable/significant changes that have occurred since the release of the Draft RFP on January 14, 2011:

| SECTION/ITEM | DESCRIPTION |
|--------------|------------------|
| B.2 | OPTION TO EXTEND |

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| B.7 | INCENTIVE FEE POOLS |
| B.8 | INCENTIVE FEE (FAR 52.216-10) |
| B.12 | PROVISIONAL PAYMENT OF FEE |
| SECTION J | Attachment A – Performance Work Statement (PWS) Attachment D – IAGP (Onsite) <i>Attachment D-1 – IAGP (On-site Workstations)</i> Attachment K – Incentive Fee Plan (includes Appendix 1 – Incentive Fee Quality Assurance Surveillance Plan [QASP]) Attachment L – Incentive Fee Quality Assurance Surveillance Plan (QASP) |
| K.2 | REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (52.227-15) |
| L.19 | PROPOSAL PREPARATION—GENERAL INSTRUCTIONS (ORAL PROPOSALS) |
| L.21 | ORAL MANAGEMENT APPROACH PROPOSAL PRESENTATION INSTRUCTIONS |
| L.22 | MISSION SUITABILITY PROPOSAL INSTRUCTIONS (COMPETITIVE) (OCT 2010) |
| L.23 | COST VOLUME (NOV 2010) |
| L.24 | PAST PERFORMANCE VOLUME (SEP 2010) |
| M.3 | MISSION SUITABILITY FACTOR |
| M.4 | COST EVALUATION FACTOR (JUL 2009) |
| ENCLOSURE 2 | Representative Task Order(s) |
| ENCLOSURE 3 | Past Performance Questionnaire |
| EXHIBIT 1A-1K | Core Cost-Price Chart |
| EXHIBIT 2A-2D | RTO Cost-Price Charts |

Although the above summarizes many of the changes/revisions and/or improvements incorporated into the Final RFP, it is the responsibility of Offerors to thoroughly review the Final RFP package in its entirety for complete understanding of its content

All documents related to this procurement, including this letter, the solicitation, Attachments, Enclosures, Exhibits, the reference library, and any amendments are available on the HQ Procurement Home Page <http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=04>. Offerors are requested to monitor the website for any potential updates. A bidder's library has been created to allow offeror's the opportunity to review relevant reference materials related to this solicitation. This information may be viewed at the following web site: <http://hitss-library.hq.nasa.gov/>. A pre-solicitation conference (Industry Day) occurred on January 21, 2011. All related charts are available at the two links provided in this paragraph.

This RFP does not commit NASA to pay any proposal preparation costs, nor does it obligate NASA to procure or contract for these services. This request shall not be construed as authorization to proceed with, or be paid for charges incurred by performing any of the work called for in this solicitation.

Proposals (inclusive of Oral Presentation Slides) in response to this RFP shall be submitted by **May 23rd, 2011, at 2:00 pm Eastern Standard Time**. Proposals received after this time will be treated as late in accordance with Federal Acquisition Regulation (FAR) 52.215-1 entitled, "Instructions to Offers-Competitive Acquisitions". Your proposal must be signed by an official authorized to bind the company. Oral presentations will be scheduled within 30 days of receipt of the written proposal due date. It is requested that the proposal have an acceptance period of not less than ~~26~~40 days. However, a different

validity period may be proposed by the Offeror. Offerors who intend to submit a proposal in response to this RFP are requested to notify NASA of your company's intention to submit a proposal, within 14 days of the due date of proposals so that we may appropriately plan resources for the proposal evaluation phase.

Below is a list of the Source Selection Authority (SSA) and voting members, along with their GSFC/HQ organizational codes, for the HITSS Source Evaluation Board (SEB). The names provided are for information purposes only and, other than the Contracting Officer, Ricarda Mason, these individuals should not be contacted regarding the HITSS acquisition. The Government reserves the right to change personnel associated with this acquisition at its discretion.

SSA

Leah Hollander, Director of Human Resources, HQ Code LM040

Voting Members

Mark Walther, Management and Program Analyst, HQ Code LA000 (Chairperson)

Mark Hill, Program Analyst, HQ Code IN020

Regina Hoover, Computer Engineering, HQ Code BJ000

Stuart Leven, Information Technology Specialist, HQ Code JG000

Ricarda Mason, Contracting Officer, GSFC Code 210.H

Joan Verbeck, Information Technology Specialist, HQ Code LM020

Offerors are reminded that a "Blackout Notice" for this procurement will be distributed to all GSFC personnel concurrently with the release of the Final RFP to industry. Therefore, all communications pertaining to this procurement shall be directed **only** to the Contracting Officer listed below.

Any comments/questions related to this RFP shall be directed in writing to the undersigned via email at: Ricarda.E.Mason@nasa.gov. The Government encourages you to submit any questions **not later than (NLT) 14 days prior to proposal due date**, to ensure our timely response. NASA will respond to applicable comments and questions in writing by posting an electronic response at the same location as this solicitation.

Thank you for your continued support. We look forward to receiving your proposals.

/signed/

Ricarda Mason
Contracting Officer

Enclosure 1 – RFP (includes Attachments)
Enclosure 2 – Representative Task Order(s) (RTO)
Enclosure 3 – Past Performance Questionnaire
Exhibit 1A-1K – Core Cost-Price Data
Exhibit 2A-2DC – RTO(s) Cost-Price Data